

STAFF COMPOSITION

Regional Executive Officer R.E.O.

The Chief Operating Officer of the Division of Comprehensive Psychiatric Services appoints and evaluates and immediately supervises the Regional Executive Officer. of each hospital system. The R.E.O. of each hospital system are in unclassified positions, established through the state personnel system as pertains to the Division of Comprehensive Psychiatric Services. The R.E.O. of the Central Hospital System shall supervise the Chief Operating Officers of the Fulton State Hospital and Mid-Missouri Mental Health Center.

The Regional Executive Officer is an extension of the authority of the Division Director of Comprehensive Psychiatric Services. They are responsible for overseeing the in-patient client services provided by state-operated psychiatric hospitals in each hospital system, establishing a system of treatment which provides continuity of care across acute and rehabilitation hospital services, and which serves the target population and monitors quality of care. The R.E.O. is the appointing authority for the in-patient facilities within each hospital system, and may delegate that authority to ensure efficient operations.

Chief Operating Officer

The Chief Operating Officers of each state-operated in-patient facility within the hospital system are positions established through the state personnel system as pertains to the Division of Comprehensive Psychiatric Services. The Chief Operating Officer is evaluated by the R.E.O. of each hospital system and the Division Director of Comprehensive Psychiatric Services shall review that rating. The Chief Operating Officer shall have charge, control and management of the facility. Each facility Chief Operating Officer reports to the R.E.O. of the hospital system in which the facility is located.

Executive Committee

The Chief Operating Officer (COO) appoints and directs the MMMHC Executive Committee. In addition to the COO, who functions as Chairman, the Committee consists of the Medical Director, Chief Nurse Executive, Quality Assurance Specialist, Adult Services Program Manager, Children Services Program Coordinator, as well as the Regional R.E.O., Chief Financial Officer, Human Resources Director and Quality Improvement Officer. The members of the Executive Committee, through the supervisory system (see Organizational Chart) represent all departments and clinical and administrative programs to the management and assures effective communication between and among them.

The responsibilities of the Executive Committee include, but not limited to, advising the COO in relation to planning for overall services, staffing patterns, proposed budget, establishment of facility goals and objectives and facility short and long range plans, and the development of the Center's policies and procedures. Furthermore, it advises the COO regarding steps to assure compliance with accreditation agencies.

The Medical Director is a board certified psychiatrist who is appointed by the COO consistent with the Medical Staff Bylaws and in consultation with the R.E.O. In consultation with the COO, the Medical Director appoints chairpersons of the subcommittees of the Medical Staff Committee. The Medical Director's roles and responsibilities regarding medical staff appointments and reappointments, medical staff credentialing and privileging, as well as quality assurance activities documented in the Medical Staff Bylaws. The Medical Director functions as the liaison between the Medical Staff Committee and Quality Council and is a voting member of the MMMHC Executive Committee. The Medical Director assists the COO in selecting all psychiatrists.

The Chief Financial Officer (CFO) is appointed by the REO and assumes the responsibility and authority to administer and provide non-clinical hospital support and services necessary to maintain and enhance the treatment programs of the Center. The CFO is also responsible for the development of effective methods to assure optimum utilization of resources. He supervises and has direct line authority over all Administrative Department Directors which include Support Services, Environmental Services, Maintenance, Accounting, and Reimbursement. The CFO advises the Corporate Compliance/Utilization Review Committee, and is a voting member of the MMMHC Executive Committee.

The Regional Quality Improvement Officer is appointed by the REO and is a consulting member of all medical staff and hospital-wide committees. The Regional Quality Improvement Officer is responsible for coordinating compliance with Joint Commission and State and Federal regulations, and is the facility resource for Continuous Quality Improvement information and instruction. The Regional Quality Improvement Officer is a voting member of the MMMHC Executive Committee. The Regional Quality Improvement Officer supervises and has direct line authority over the Utilization Review, Quality Management, and Health Information departments.

The Chief Nurse Executive, who reports directly to the COO, is designated to establish lines of communication and supervision among the nursing staff to ensure adequate nursing programming and coverage for all inpatient services, as well as the authority to establish nursing policies to assure compliance with Joint Commission and Medicare/Medicaid requirements. The Chief Nurse Executive is a voting member of the MMMHC Executive Committee.

The Regional Human Resources Director, who reports directly to the Regional Executive Officer, establishes and implements personnel policies and procedures consistent with State Statutes, Department Operating Regulations, licensing agencies, and accrediting agencies. The Regional Human Resources Director supervises the Staff Development Department and provides resources and assistance to the employees of MMMHC. The Regional Human Resources Director is a voting member of the MMMHC Executive Committee.

Clinical Discipline Directors

Disciplines providing direct care services are Medical, Nursing, Psychology, Psychiatric Social Work, Rehabilitation Services, and Therapeutic Education. Discipline Directors are appointed by the COO in consultation with senior staff and uphold the highest level of professional competence within a given discipline.

Discipline Directors are responsible for the hiring, supervision, and unit assignment of representatives from their respective Discipline in consultation with unit directors. In addition, Discipline Directors are responsible for the quality of the professional services rendered, for developing policies and discipline manuals, disseminating such information, and providing services according to State statute for disciplines regulated by the State.

The goals, responsibilities, and staffing of each direct care discipline are as follows:

Medical Department

It is the goal of the Medical Staff to provide the best possible quality psychiatric and medical care through the utilization of various therapeutic approaches.

The responsibilities of the Medical Staff are:

- 1) To provide diagnostic evaluation of patients.
- 2) To supervise/direct the primary therapist in monitoring individual treatment of patients.
- 3) To provide and monitor pharmacological intervention for those patients who need such services.
- 4) To perform administrative duties and to serve on appropriate Center-wide committees when so directed.
- 5) To assist and provide consultation to other disciplines providing care and treatment in utilizing the most effective approaches according to the individual needs of the patient.
- 6) To participate in inservice training to improve and update psychiatric knowledge and skills in all treatment modalities used by Mid-Missouri Mental Health Center

staff.

- 7) To supervise/train medical students, fellows in child psychiatry, and residents in psychiatry.
- 8) To participate in educational activities sponsored by Department of Psychiatry and Neurology as approved by the Medical Director.

The Medical Department is staffed by the Medical Director. The Center also has various trainees such as medical students, residents, and fellows. Psychiatric/medical coverage is provided 24 hours a day, 7 days a week.

Nursing Department

The goal of the Department of Nursing is to provide individualized nursing care which promotes self-care and patient autonomy in day to day living. The Nursing Department supports the goals of Mid-Missouri Mental Health Center by sharing activities in the areas of service, education, and research.

The scope of services of the Nursing Department is:

- 1) To complete a Nursing Assessment to determine/prioritize nursing care needs.
- 2) To provide quality nursing care in collaboration with the other members of the interdisciplinary team.
- 3) To provide patient and family education.
- 4) To observe and record significant behavior and provide appropriate nursing therapeutic interventions.
- 5) To manage the patients and the environment to maximize therapeutic results.
- 6) To participate in the educational process of undergraduate nursing students.
- 7) To participate in group therapy as a member of the therapy team.

The Nursing Department is staffed by the Chief Nurse Executive, Registered Nurses, Licensed Practical Nurses, and Psychiatric Aides. The Inpatient Units have registered nurses on duty at all times to plan, assign, supervise, and evaluate nursing care.

Psychology Department

The goal of the Psychology Department is to provide for the psychological needs of the patients of Mid-Missouri Mental Health Center with services that are of the highest quality. It is the intent of these services to foster the maximum development of each individual, and to fulfill the goals of the Center.

The scope of services of the Psychology Department is:

- 1) To provide psychological assessments which include intellectual assessment, adaptive behavior assessment, academic screening, and family assessment.
- 2) To provide therapeutic services which include individual psychotherapy, group

psychotherapy, marital and family psychotherapy, case management, parent training and school consultation.

- 3) To provide crisis intervention.
- 4) To provide training and supervision in the practice of clinical psychology to interns, clerks, medical students, and residents.
- 5) To provide consultations to colleges and community agencies.
- 6) To participate in the development of treatment plans, program development and evaluation.
- 7) To perform forensic evaluations when appropriate.
- 8) To perform administrative duties and serve on appropriate Center-wide committees and CQI Teams when so directed.

The Psychology Department is staffed by the Director of Psychology and other staff under direction of the Director of Psychology.

Social Services Department

The goal of the Social Services Department is to provide quality services to the Clinical Units in meeting their missions of effective treatment of patients. It is the intent of these services to be available to patients, families, and significant others to enable them to deal with the impact of emotional illness and family functioning and restoring or maximizing their optimal level of development.

The scope of services of the Social Service Department includes the following:

- 1) To provide a psychosocial assessment and case management services for patients admitted to the facility and for outpatient clients.
- 2) To provide intake/screening services to determine appropriate services.
- 3) To participate in diagnostic assessment and evaluation, treatment planning and reviewing of treatment.
- 4) To provide therapeutic services which include individual, group, marital, and family therapies.
- 5) To identify resources in order to facilitate discharge and aftercare planning.
- 6) To provide community linkage and consultation to community caregivers and other staff regarding clients, programs, and services as indicated.
- 7) To provide training and supervision of social work practicum students.
- 8) To provide advocacy services for patients and families or significant others.
- 9) To provide patient/family education.

The Social Service Department is staffed by the Director of Social Service, Licensed Clinical Social Workers, Licensed Clinical Social Work Specialists, Clinical Casework Practitioners, and Clinical Casework Assistants.

Rehabilitation Services Department

The goal of the Rehabilitation Services Department is to improve the quality of life by identifying and responding to the mental and emotional health care needs of patients in the least restrictive environment. Recreation Services endorses the three-focus approach to service delivery: rehabilitation/treatment, leisure education/counseling, and recreation participation. Occupational Therapy assists the patient in developing and/or maintaining adaptive skills, attitudes, knowledge, and behavior necessary for effective functioning and well-being within his/her natural environment.

The scope of services of the Rehabilitation Services Department is:

- 1) To assist the treatment team in formulating Comprehensive Treatment Plans to meet the individualized needs of patients through use of purposeful goal directed activities.
- 2) To provide assessments on all referred patients according to department policy.
- 3) To document treatment and progress of patients according to facility policy and procedure.
- 4) To participate and provide inservice training to improve knowledge and skills of involved staff.
- 5) To supervise student interns and volunteers in Recreation Services and Occupational Therapy.
- 6) To provide activities to assist in remediation of maladaptive behaviors.
- 7) To provide instruction in leisure skills/crafts/leisure interests sessions.
- 8) To provide services relating to developmental, social skills, and remediation of sensory motor/perceptual motor deficits as referred.
- 9) To provide services relating to activities of daily living skills and community reintegration.
- 10) To provide on-unit, in-house, and out-of-house activities and leisure education/counseling as determined by inpatient and outpatient populations.
- 11) To provide therapeutic services which may include individual and group psychotherapy, socialization groups and school consultations.
- 12) To provide instruction in life skills, task-oriented behavior, and socialization skills to all adult patients assessed as needing such intervention.
- 13) To provide remediation of developmental delays and functional deficits in socialization and task behaviors on Children's Services.

Therapeutic Education

The goal of the Therapeutic Education Department is to provide an individualized, free and appropriate education in the least restrictive environment for each child at Mid-Missouri Mental Health Center. The Therapeutic Education Department complies with Department of Mental Health (DMH) Operating Regulation 41050, Compliance Policies and Assurances for Public Law 94-142, and with all other federal and state laws

applicable to the education of school age children. It is the intent of these services to foster the maximum development of each individual patient.

The scope of services of the Therapeutic Education Department is:

- 1) To provide educational screenings to determine the current level of academic performance and adaptation skills to inpatients, as needed.
- 2) To provide academic classroom services and individualized instruction for remedial educational skill development and academic skill maintenance.
- 3) To provide public school classroom placement assistance for those patients whose educational needs can best be met in a less restrictive environment.
- 4) To provide classroom placement assistance to all patients at discharge.
- 5) To provide follow-up and consultation services to the patient's local school agency to ensure continuity of the educational process.

The Therapeutic Education Department is staffed by the Director of Education, one Special Education Teacher (employed by the Public School System), and a part time certified special education teacher.

Program Coordinator

The Program Coordinator is the individual designated by the Chief Operating Officer to coordinate the activities of treatment teams assigned to the Adult Clinical Units or the Children's Clinical Unit.

Case Manager

Case Manager and Primary Therapist, used interchangeably, refer to the individual who is assigned to coordinate and assure the completion of all aspects of a patient's planned treatment. The case manager is not necessarily expected to personally provide all modalities of treatment, but to see that appropriate referrals are initiated and completed.